

## Coronavirus Policy (COVID-19)

### Introduction

This policy applies to all employees and service users including parents/carers, children and third party users, social care, police and fire rescue services and any other person wishing to gain reasonable access to the setting (*this list is not exhaustive of all users defined*).

### Purpose of the Policy

- To protect all employees and service users of the company, including parents/carers and children, from encountering Coronavirus (COVID-19).
- To maintain the minimum level of staff needed to continue to provide early years education service and to meet the welfare requirements of the children who attends the setting.
- To ensure that the prevention of the spread of Coronavirus (COVID-19) remains at a minimum risk.

### Closure

At any time that it is felt necessary to prevent the spread of Coronavirus (COVID-19) and to ensure the health and safety and welfare of all employees, children, parents/carers and service users, the company will continually monitor the risk factor of keeping the setting open as a viable option, and may so at any time, revert to a closed status, with no children permitted on site, to a partially closed status, where setting places may well be limited to, but not excluding, vulnerability, age, need of care, critical key worker status of parents/carers, special educational needs (SEND), children whom have an EHCP plan in place, children in care, children who have a social worker allocated to them already.

### Monitoring

The company is closely monitoring and gathering information from the Department of Health England, The Department of Education, our Local Authority (Lambeth) and all guidelines delivered and updated through official government sources to ensure that we have the most up to date information and workplace practices concerning the spread and containment of the Coronavirus (COVID-19). This includes all training and delivery methods to all employees, Directors and any other third party associated with the running or participation with the company. The company reserves the right to make all changes to this document to uphold guidance of safe working practices and delivery methods for the early years education sector.

## General

- Employees are always advised to practise strict hygiene and cleanliness procedures.
- Employees must wash their hands at regular intervals for a minimum of 20 seconds using soap and warm water.
- Employees are advised to cough or sneeze into their elbow when a tissue or other vessel cannot be reached in time and are then to always wash their hands afterwards.
- Employees are advised to avoid contact with others, such as handshakes and are to maintain a social distance of 2 meters (6ft)
- Employees are to avoid touching their eyes, nose, and face whilst on the premises and whilst children are in their care.
- Employees must wash all their clothes before entering the premises for their next shift. This must include the cleaning of all appropriate footwear.
- At the end of each day, all employees must clean and sanitise all surfaces, toys, fabrics, toileting areas, outdoor areas and equipment, ready for the following days usage, this includes all outside toys to be stored away in secure storage containers at the end of every working day and before weekend/holiday period closures or closures for health and safety measures. Soft toys and furnishings will be removed.
- All employees to complete "Illness and infection Control" training on Noodle now
- No scooters, bikes, or any other items are to be left at the setting at any time.
- Please be aware that your children will meet both staff members and other children attending the setting during the session times. Although every measure will be taken to ensure that your child has minimal contact with others, children of the early years age group will inevitably want to hug and touch others through play or when needing comfort. Therefore it is vital that not only we will adhere to best practise hygiene policies throughout the day, but that parents/carers can also support this by changing their children into different clothing when they return home and placing that day's clothing in the wash. If your child needs comfort, our staff will comfort them and will do their absolute best to make sure that all their social, emotional and wellbeing is met whilst in attendance at the setting.
- We do ask that at all times, you respect our neighbours with any social distancing measures that they may have in place outside, and that you adhere to those wishes also.
- Children will spend as much time outside as possible where it is deemed safer.

## Detection of Symptoms

- Following Government guidance - If a child or a member of staff have a new persistent cough or temperature of 37.8°C or above, they will be sent home immediately. Our judgement on coughs will be final. Children will wait outside, where possible, with a member of staff until they are collected. Isolation at home

for at least 7 days, if temperature or cough persist after that, another 7 days. All other members of the household will isolate at home for 14 days. If a child or member of staff has a test which proves negative, proof of the test result will be needed if returning before the end of the isolation period.

- Where the child, young person or staff member tests positive, the rest of their class/group within their childcare or educational setting should be sent home and advised to self-isolate for 14 days.
- Coronavirus related inflammatory syndrome in children – alert from NHS England – a small number of cases Nationwide - symptoms - high temperature, low blood pressure, rash, difficulty breathing, tummy pain, vomiting, diarrhoea, inflammation of the heart, abnormal blood test results, body overwhelmed with fighting infection (Toxic Shock Syndrome/Kawasaki Disease). If children present any of these symptoms they will be sent home.

### **Hygiene on Arrival**

- Parents/carers will always be given an allocated time slot to drop off their child to allow for social distancing to be maintained. Only the parents/carers of the child may collect the child and one other, in case of work commitments/emergencies. This will reduce the social contact to help keep the welfare and safety of our staff a top priority.
- Parents and carers will not be allowed into the nursery at any time – except the entrance lobby.
- All parents, children, third party associates and service users must wait outside the building, this will be clearly marked, when dropping off and collecting children. Parents are not permitted to bring in any items from home, this also includes toys. If you require an urgent need for a specific item which is conducive to your child attending the setting, then this must be discussed with the settings manager and agreed upon before an item comes onto the premises. All clothing that the children attend in must have been washed prior to the day of your arrival. If you are to re-use the same clothing, then this must be washed daily before the arrival of your child at their next session.
- Only one bag can stay on your child's peg which should contain their blankets, nappies, wipes, change of clothes, and cream. No other bags are to be brought from home into the setting. Your child must attend every day with the minimum requirement for the weather forecast for that day only. This could be, but not an exhaustive list of, weather sensible footwear, a coat, jumper/cardigan/t-shirt, pants, skirt, or shorts. Please assess the weather conditions before your child attends the setting each day. Only the minimum number of belongings will be allowed within the premises to minimise the spread and coming into contact of the coronavirus (COVID-19).

- If your child stays for a lunch, all food and drinks will be provided for. Children will no longer self-serve. As always, gloves will be worn by staff at mealtimes.

### **Hygiene during the day**

- Children will be actively encouraged to wash their hands after every activity or after playing in a specific area. We will use water and hand soap for a minimum wash time of 20 seconds per child, demonstrating good modelling behaviours for the children to see best practice when doing this. After an activity/toy playing session has ended, all equipment/toys will be cleaned after every use.
- Should you or an adult present with symptoms within your household, then you have a duty of care to inform the setting at your first available opportunity and without unreasonable delay. Should you fail to do this, your place within the setting may be terminated without notice.
- Children will still be allowed to collect their own snack on their plates. The children can access milk and water during snack time and drinking water and clean cups available throughout the day. This will help to promote confidence and motor skills whilst maintaining best practice with hygiene procedures.
- Not more than two employees at any one time, will be permitted into the staff office unless there is a specific reason why this guidance should be changed. The office will be cleaned during and at the end of every day.
- During snack, nappy changes/toileting help and any other close contact with the children, staff will be required to wear the appropriate PPE as supplied by the company.
- All employees will have a designated area to hang belongings, along with a lockable area for high value goods such as purses, phones etc. Staff leave all belongings at their own risk whilst on the premises and the company accept no liability for loss or damage currently.
- Staff are only permitted to bring one small bag, if necessary and a coat. No other items from home shall be permitted in the setting during this time.
- Both the kitchen and toileting/nappy changing areas will be regularly cleaned and disinfected during the day by all employees.
- Staff will only be permitted to bring lunch in a disposable container. No dual use or multiple use containers/vessels will be allowed on the premises.

## Hygiene upon leaving

- Parents/carer's must only attend the setting at the allotted time given.
- All parents must remain on the social distancing stickers until called forward by a member of staff to collect their child. Parents will not be allowed beyond the black gates, learning room and back door leading to the playground at the church premises. For the baby unit, parents must not go beyond the entrance lobby.
- All staff members will be wearing the company's issued PPE when handing over your child at the end of the day.
- In the event that your child/ren are in need of a change of clothes and that they do not have anything provided from home, you will be given the option to purchase our uniform using your bank card by phone from the main office. Please note that we do not stock; coats, knickers, pants, socks and tights.
- Once your child has been collected, please leave the premises, and do not remain outside of the building for any other reason.
- If you require to talk to the staff regarding your child's attendance, a telephone consultation will be arranged for you.
- If you are required to sign an accident/incident form from an occurrence that may have happened that day, a staff member will bring you the relevant form when you collect your child.
- If you would like further information about your child's day, this will be done via telephone. For babies and new children to the setting, a staff member will bring you the relevant form when you collect your child.
- When collecting your pram or other aid, can we please ask that you move away from the building.

**Review** (weekly)